

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Business Center
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1315 (BC-630/BC-680)P

Instruction Memorandum No. BC-98-013
Expires 9/30/99

To: All BLM Field Offices

From: Director, National Business Center

Subject: Use of BLM Wright Express Serial Fuel Cards DD: 1/01/98

This Instruction Memorandum supercedes instructions contained in IM No. BC-97-030, dated August 8, 1997, pertaining to the use of WEX fuel cards for bulk fuel and other fuel purchases.

BLM started using the Wright Express (WEX) Serial Fuel Cards (sometimes referred to as generic fuel cards or pool cards) under the new contract this past June. When the new contract period started, purchases by field offices using their assigned serial fuel cards were charged to 9310-00-0100, the BLM Working Capital Fund (WCF) overhead account, if no default cost center had been established. Recent reports have indicated that the potential annual charges by field offices to this account using serial fuel cards could approach \$300,000 annually. This level of spending has to be covered by either raising the use rates for **all** BLM WCF vehicle classes, or eliminating the use of 9310-00-0100 as the source of long term funding. The most appropriate course of action is to promptly design and implement a substitute process to cover the charges field offices incur using these serial cards. **The Bureau intent is to process no charges for serial cards to 9310-00-0100 after January 1, 1998.**

Option 1 - Establish WEX Serial Fuel Card Default Cost Centers. Use of this approach is consistent with long-term BLM policy. Field Offices must establish default cost centers before January 1, 1998 for the WEX serial fuel cards they possess and use. Many field offices are already using this approach, and have been since before the WEX contract was signed. If your office wants to continue using the WEX serial fuel cards already issued, and you have not provided default cost centers to NBC, you should do so before January 1. You may submit the default cost center information by email to Suzanne Rebek, BC-630. BLM field offices that want to establish **new** serial fuel card availability must provide a default cost center to NBC before any serial cards are ordered from Wright Express. **Automatic Default: If field offices have not established WEX default cost centers by 1/01/98, the monthly charges for use of WEX serial fuel cards will be coded to the appropriate state and office code + 1820 - 00.**

Option 2 - Use Existing VISA (Impac) Cards to Acquire Miscellaneous Fuel. Individual field offices may make a decision to discontinue the use of the Wright Express serial fuel cards, and instead utilize the existing VISA cards as the acquisition tool for these fuel purchases. This option has three benefits:

- (1) BLM acquisition and finance personnel support the use of the Visa Impac card for this purpose;
- (2) The default cost centers for each issued Visa Impac card already exist;
- (3) The financial interface already exists and is in use within BLM to promptly make the payment for these transactions.

If you decide to utilize this option, you should contact Wright Express to cancel all of your local serial fuel cards, and communicate a copy of this intent to Suzanne Rebek at BC-630.

Under either option, individual field offices are responsible for filing all fuel acquisition transaction receipts (tissue copies) locally. NBC does not need and has no use for these tissue copies. Field offices are also responsible for any Balanced Standard Vouchers (BV's) which they believe are required for costs charged to either the default cost code or to 1820-00.

Bulk fuel must still be purchased with benefitting activity funds. These purchases can be reimbursed from WCF when issue documents are submitted.

If you have any questions or comments regarding this subject, please contact Suzanne Rebek at the NBC at (303) 236-6343.

Signed By:
Roy Morris, BC Director

Authenticated By:
Robert Palmer, BC-680

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